

JUN 14 1968

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Records Management-Records Storage Facility  
at [REDACTED]

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REFERENCE : Issue Paper dtd 11 June 68 to ExDir-Comp  
fr O/PPB, same subject

1. This memorandum is in response to referent issue paper. A recommendation for your approval is contained in paragraph 5.

2. A concerted effort to review the records held at the Records Center and reduce the holdings by cleaning out duplicates and retaining only the essential documents is not a true alternative to construction. This action must be taken in any case and we have prepared a proposal for the establishment of a senior records review panel for your approval. This proposal, which will be submitted shortly, will permit us not only to review the present holdings but gain a much better control over the creation of record material. We see control over creation as the only hope for long term gain toward solving records storage problems. We have no way of estimating what the percentage of gain through a review may be but even if it were possible to reduce the present holdings by as much as 20 percent, we would only gain enough space to last about two years at the present rate of growth. This would be barely enough to hold us until new construction can be completed.

3. With regard to the second alternative, GSA would be perfectly willing to provide storage for all CIA records if we were willing to relinquish control over them. Because of our responsibility for the protection of sources and methods, the Agency has been unwilling to transfer records to the Federal Records Center to be maintained, serviced, and controlled by GSA personnel. Under these conditions if pressure were brought to bear on GSA it would have to be with the objective of requiring them to permit us to operate our own Records Center within their facilities and this is the only thing they have been unwilling to do. If we were to do this it would mean that we would be operating two Records Centers at two widely separated locations and would require proportionate increases in personnel as well as courier service to provide for deliveries and recalls. In addition, the records stored at Suitland would be unavailable for emergency relocation purposes which was a part of the original justification for putting our Records Center at [REDACTED]

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4. As indicated in the issue paper we have considered again several alternatives including a review of currently available space and rental space. We have considered the possibility of using motorized shelving equipment which would permit a higher density storage by eliminating nine out of ten aisles. Installation of this equipment would cost about \$800,000 but would increase the capacity of the present Records Center by only about 28%. Microfilming and other forms of microminiaturization have been considered again but this continues to be an extremely expensive alternative and presents serious system problems. Estimates we have obtained are that it would cost about \$1,250,000 to contract for microfilming 50,000 cubic feet of records. To do the job ourselves we would need 21 ceiling positions for at least three years and at least part of them would have to become permanent if we were to continue to microfilm new accessions. There are, of course, factors other than cost and positions to be considered. At the present time we have 93,000 reels of microfilm being stored in 1200 cubic feet of space at [REDACTED] We have 3300 cubic feet of punched cards and 266 reels of magnetic tape. These items are integral parts of customer officer procedures where facilities exist for photographing, indexing, and reproduction or viewing of items recalled from storage. They are used because they contribute directly to the effectiveness of the systems of which they are a part. The use of miniaturization requires extensive systems study to provide for selective filming, systematic indexing, purging, interfilming, updating, and maintenance as well as retrieval and reproduction or enlargement to permit human use of items retrieved. Computer experts and microminiaturization experts have found nothing on the market or on the drawing boards that will be available or can bring records storage relief more economically than construction within the next five years. The policy of storing hardcopy is the policy of the Federal Government, which has been challenged, reviewed, and approved by the General Accounting Office. Trends in the Agency are not abnormal. We parallel Government and industry records problems in every respect, and they all continue to build.

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5. In the absence of any more economical or practical alternative, it is recommended that funds be requested for the construction of a suitable addition to our records storage facility at [REDACTED]

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/s/ John W. Coffey

John W. Coffey  
Acting Deputy Director  
for Support

The recommendation contained in paragraph 5 is <sup>DIS</sup> approved.

/s/ L. K. White

25 JUN 1968

L. K. White

Executive Director-Comptroller

Date

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